

BUSINESS REGISTRATION CHECKLIST

As you prepare to register your business, please use this checklist to ensure that you have the information needed to successfully complete your registration. The links provided at the end of each section will take you to web sites that can provide a more detailed explanation of the information required.

Name Check

- ☐ Before drafting articles of organization, it is imperative that you check the availability of the desired [business name](#) with the Secretary of State's office, <https://www.sos.mo.gov/BusinessEntity>

Ownership

- ☐ Ownership type - Review [legal formation](#) guidelines to select the proper business structure for you. <http://www.missouribusiness.net/doingbusiness/legalform.pdf>
 - Ownership types:

Sole owner	Partnership
Limited Partnership	Government
Trust	Corporation
Limited Liability Company	Estate
Indian Tribe	Religious Organization
Fraternal Organization	Labor Organization/Union
Association	Other Not-for-Profit
Limited Liability Partnership	Limited Liability Limited Partnership
- ☐ If already registered with the Secretary of State, will need registration or charter number and date of registration or charter
- ☐ If non-Missouri corporation, need certificate of authority number, registration/charter date, and a certificate of good standing not more than 60 days old from the state of incorporation
- ☐ If exempt from registering with the Missouri Secretary of State, need to state why
 - Most businesses that are sole proprietorships and general partnerships must be registered with the Secretary of State's office. Missouri law requires any person or business entity which transacts business in the state under a name other than their own "true name" to register that business name with the Secretary of State's office as a Fictitious Name Registration. For a sole proprietorship or partnership, a business name is generally considered "fictitious" unless it contains the last name and a recognizable form of the first name of the owner or all of the general partners and does not suggest the existence of additional owners. For example, use of a name which includes words like "company," "associates," "brothers," or "sons" suggest additional owners and makes it necessary for the business to file a fictitious name registration. All Missouri corporations, limited liability companies, limited partnerships and limited liability partnerships are required to register with the Secretary of State's office. In most cases, foreign entities are required to register; however, you may want to consult with an attorney or an accountant to determine if your business meets one of the exemptions.
- ☐ If a non-profit corporation, need:
 - Designate whether the corporation is a public benefit or mutual benefit corporation
 - See the Secretary of State's [Corporations Division](#) for more information, <http://www.sos.mo.gov/business/corporations/startBusiness.asp>
- ☐ If Limited Liability Company (LLC), need:
 - Management by manager or members
 - Tax type: Partnership, Sole Owner, Corporation
- ☐ If Limited Partnership (LP), need:
 - General Partner and Limited Partner information and other matters the general partners want to include

- ☐ If Limited Liability Partnership (LLP), need:
 - Number and names of partners
- ☐ For more information, refer to the Secretary of State's [Starting a Business](http://www.sos.mo.gov/business/corporations/startBusiness.asp) page, <http://www.sos.mo.gov/business/corporations/startBusiness.asp>

Registered agent

- ☐ If you use a Registered Agent, provide the name and address of the registered agent.
- ☐ For more information, refer to the Secretary of State's FAQ page regarding [Registered Agents](http://www.sos.mo.gov/business/corporations/faqs.asp#toc2), <http://www.sos.mo.gov/business/corporations/faqs.asp#toc2>

Federal Employer Identification Number

- ☐ If required to register your business with the Internal Revenue Service (IRS), you will need to have the Federal Employer Identification Number (FEIN) for your business. The IRS requires most businesses that employ workers, including all corporations, to have a FEIN.
- ☐ For more information, refer to the Internal Revenue page on [Employer ID Numbers](http://www.irs.gov/businesses/small/article/0,,id=98350,00.html), <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>.

Business Name and Address

- ☐ Legal business name
- ☐ Mailing address (including county)
- ☐ Physical location (if different)
- ☐ Telephone number

Additional Business Locations

- ☐ Describe the business activity, stating the major products sold and/or services provided
- ☐ Street/physical address of business and county
- ☐ Inside or outside city limits
- ☐ Nature of Business
- ☐ Trade Name of Business (if any)

Owner, Officers, Partners, Members or Spouse (of sole owner) information

- ☐ Name
- ☐ Title
- ☐ Effective date of title
- ☐ Social Security Number (SSN) and birth date for individual(s)
- ☐ FEIN of partner or member if not an individual
- ☐ Home address
- ☐ City, county, state, zip code
- ☐ Percent of ownership
- ☐ Duration of business
 - The events, if any, on which the business is to dissolve or the number of years the business is to continue. May be any number or perpetual.
 - The answer to this question could cause possible tax consequences. You may wish to consult with your attorney or accountant.

If purchased business from a previous owner

- ☐ Previous owner's name
- ☐ Date purchased
- ☐ Previous business name, address, Missouri tax ID number, FEIN
- ☐ Purchase price and what was purchased
- ☐ Percentage of previous business purchased
- ☐ Common ownership, management or control between previous owner and new owner

If applying for sales/use tax

- ☐ Estimated monthly sales
- ☐ Type of sales – food, liquor, tobacco, school textbooks or supplies
- ☐ For more information, see the Department of Revenue's [Sales/Use Tax](http://www.dor.mo.gov/tax/business/sales/) page, <http://www.dor.mo.gov/tax/business/sales/>

NOTE: Your application can be processed, but a sales/use tax bond is required before a license can be issued. To compute the Sales Tax Bond, you can use the Department of Revenue's [Sales/Use Tax Bond Calculator](http://dort.mo.gov/tax/calculators/bond/), <http://dort.mo.gov/tax/calculators/bond/>.

If registering for withholding

- ☐ Estimated monthly wages
- ☐ FEIN (unless you are hiring a household employee)
- ☐ For more information, see the Department of Revenue's [Employer Withholding](http://www.dor.mo.gov/tax/business/withhold/) page, <http://www.dor.mo.gov/tax/business/withhold/>, or the [Frequently Asked Questions](http://www.dor.mo.gov/tax/business/faq/register.htm) page, <http://www.dor.mo.gov/tax/business/faq/register.htm>.

If registering for unemployment tax

- ☐ First date worker(s) hired
- ☐ First date worker(s) paid
- ☐ Amount of wages paid quarterly and/or to-date
- ☐ Average number of worker(s)
- ☐ Number of weeks per calendar year worker(s) have been employed to-date
- ☐ For more information, see the Department of Labor and Industrial Relations [Unemployment Insurance Tax](http://www.mouitax.com) page, <http://www.mouitax.com>

If leasing employees

- ☐ Name, mailing address and contact telephone number of leasing company or client
- ☐ Date agreement began
- ☐ Date agreement ceased
- ☐ Number of worker(s) that are not covered under the agreement
- ☐ For more information, refer to the Department of Labor and Industrial Relations [Unemployment Insurance Tax](http://www.dolir.mo.gov/es/ui-tax/main.htm) page, <http://www.dolir.mo.gov/es/ui-tax/main.htm>.

State Permits

- ☐ If you have not already done so, you may need to obtain state permits relevant to your business. You can use the [Permits Search](http://www.business.mo.gov/lookup/PermitSearch.aspx) page, <http://www.business.mo.gov/lookup/PermitSearch.aspx> The search will return a list of the State licenses needed. There may also be local licenses required.

City and County Lookup

- To obtain information on City, County and Health Agency for your area, you may use the [City/County Lookup](http://www.business.mo.gov/lookup/CityCounty_Search.aspx) page, http://www.business.mo.gov/lookup/CityCounty_Search.aspx. Contact information for the appropriate regulatory agencies for your business location will be returned. It is your responsibility to obtain the necessary business licenses from those agencies.